eWReports

User Documentation Manual

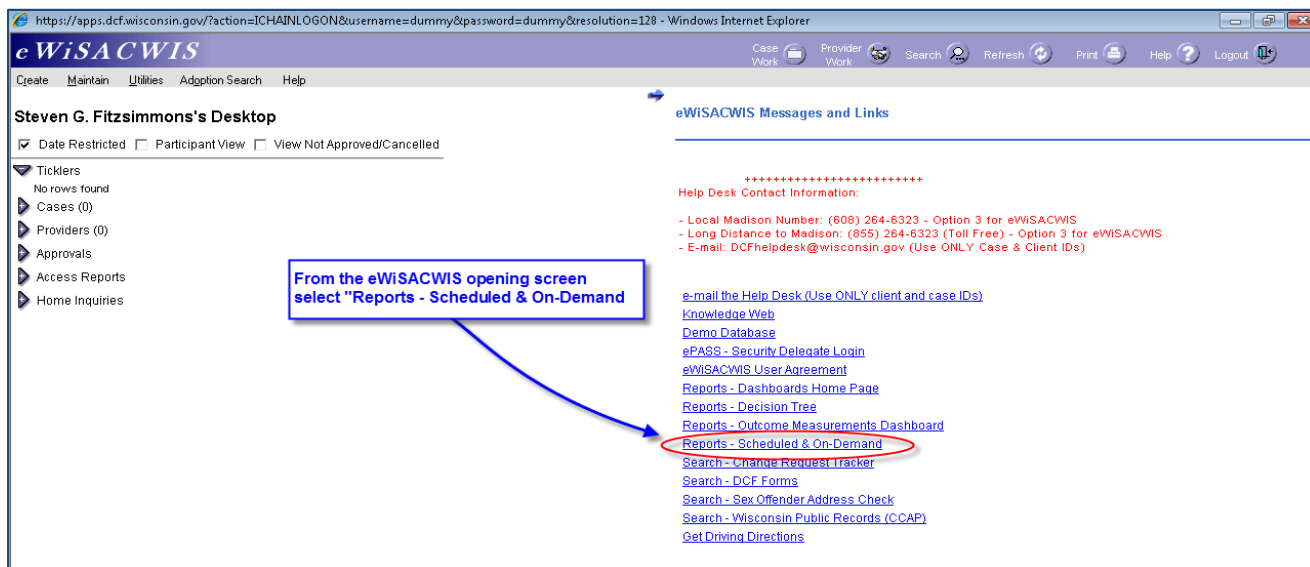### January, 2013

eWReports

1. Introduction

Welcome to eWReports! This is a guide for helping you use eWReports.

Once you sign in to eWiSACWIS, you will see a screen similar to the one shown above. Approximately mid-way down the page is a link to "Reports – Scheduled & On Demand". Select this link to go to eWReports.

2. Report Outliner

The "Report Outliner" tab was added recently to offer you another way to find reports. Here you can find reports listed by their specific category such as Administrative, Fiscal, Other, Permanency, Safety or Well-Being.

3. Current Reports

Under the Current tab, you can find the most up to date reports you have access to. The Start and End dates are the dates for which the report was run. The Run Date is the date the report ran on. Under Report Output, select the output you need and download to your PC.

4. Archive Reports

Under the Archive tab, you can find historical copies of reports you have access to. The Archive tab will show the current version and a configurable number of past report outputs. The Start and End dates are the dates for which the report was run. The Run Date is the date the report ran on. Under Report Output, select the output you need and download to your PC.

5. On Demand Reports

Under the On Demand tab you can find all On Demand reports you have access to. Under the column titled "Status" it will report where the report is in the process.

Completed – Report request successfully run.

Hold – You have placed request on hold.

Running – Report is currently running.

Submitted – Report request has been submitted, but is not running at the time.

6. Reports Catalog

When you select the "Reports Catalog", you will see a list of all reports and their descriptions.
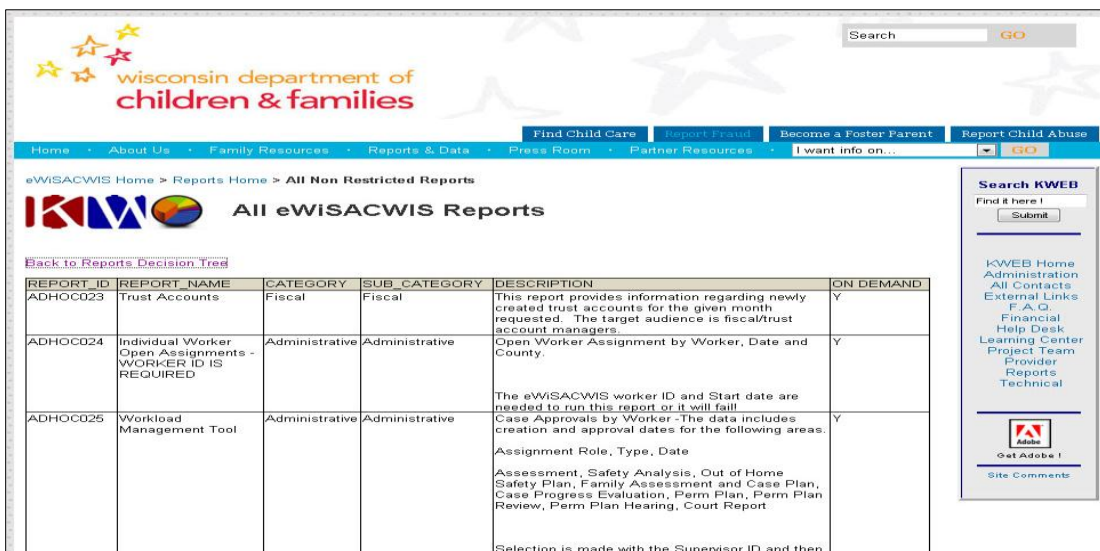
7. Help me find the report I need
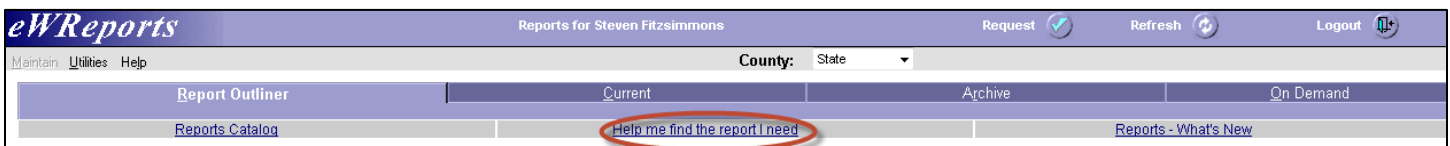
If you select "Help me find the report I need", you will be taken to the "Reports Decision Tree".

This page breaks out reports by Safety, Permanence, Well-Being and all other reports.

There is also a link to our "What's New Page" that lists new and recently changed reports.

8. Reports – What's New Page

9. Utilities/County

When you select "Utilities" a drop-down menu will appear. Five options are available:

"Request On Demand Report", "Reports Dashboard", "Report Information", "Refresh Desktop"

and "Logout". The next section will discuss each utility option next.

9a. Utilities/County – "Request On Demand Report"

| Report Outliner | Current | Archive | On Demand |

| Reports Catalog | Help me find the report I need | Reports - What's New |

| Request On Demand Report |
| Reports Dashboard |
| Report Information |
| Refresh Desktop |
| Logout |

Selecting **"Reports on Demand Report",** pulls up a list of reports you can run as needed. Some of these reports run on a regular schedule as shown below. If you need the most updated information, running on demand will refresh the report's data up to the minute.

On Demand Report Request -- Webpage Dialog

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On Demand Report Selection

Topic	Report	Regular Schedule
Ad Hoc Reports On Demand Only	ADHOC045 Initial Assessment Core	On Demand Only
	ADHOC046 IA ENTRY COHORT COMPLETION	On Demand Only
	ADHOC051 Federal Waiver	On Demand Only
	ADHOC067 TANF SCHOOL LIST	On Demand Only
BMCW Data in reports is BMCW specific	PM02A101 BMCW Bed Capacity	Monthly
CM06 Notes	CM06X100 Caseworker Contacts	Monthly
CM21 AFCARS	CM2102 AFCARS Foster Care Exceptions Report	Monthly
CM26 ICWA	CM26X100 ICWA Report	Monthly
PM02a Home Provider	PM02A103 Provider Detail Report	Monthly
PM04a Licensing	PM04A100 Level of Care Monitoring	Monthly
PM04b Private Provider License	PM04b06 Licensing Control Report	Monthly
	PM04b08 Management Directory	Monthly
SM02 Access Reports	SM02X100 Access Report (Enhanced)	Monthly
SM06a Assessment	SM06A106 IA Tracking	Daily
SM08 Document Plans	SM08D100 CANS Timeliness	Monthly
	SM08X101 NYTD Youth Contact	Monthly
	SM08X103 Weekly NYTD Youth	Weekly
	SM08X104 NYTD Youth 17	Monthly
	SM08X107 IL Service Report	Monthly
SM10a Out-Of-Home Placement / In Home Services	SM10A109 ASFA Report	Monthly
	SM10A112 Placement Activity and Detail	Monthly
SM10c Standard Program Services	SM10C100 Standard Program Services Spreadsheet	On Demand Only

Close

9b. Utilities/County – "Reports Dashboard"

eWReports   Maintain Utilities Help   Reports for Steven Fitzsimmons   Request ✓

County: State ▼

| Report Outliner | Current | Archive |

| Reports Catalog | Help me find the report I need |

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| Request On Demand Report |
| Reports Dashboard |
| Report Information |
| Refresh Desktop |
| Logout |

Selecting **"Reports Dashboard"** takes you to the statewide performance graphs page.
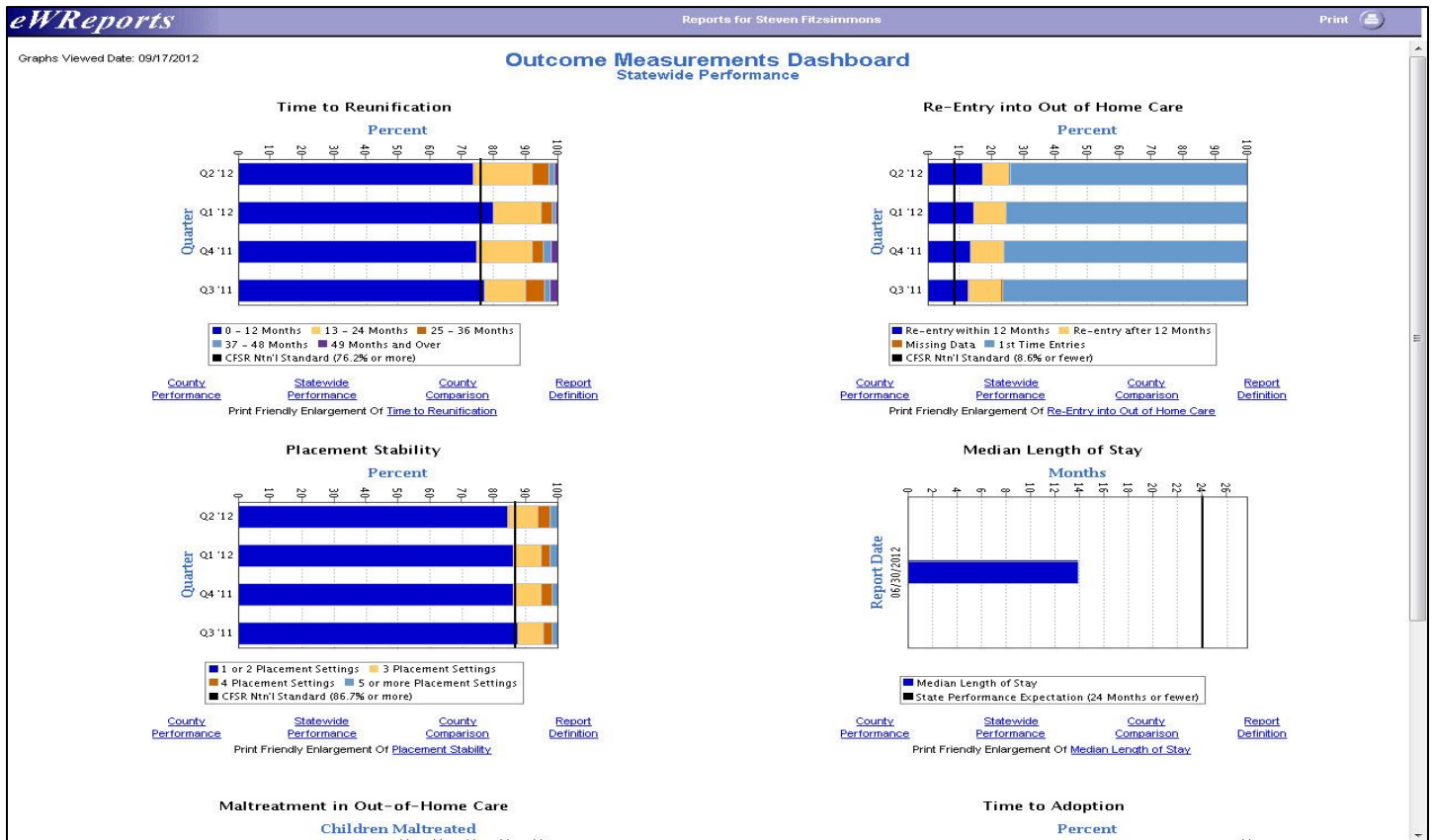
9c. Utilities/County – "Report Information"

Selecting **"Report Information"** brings up a listing of scheduled reports showing whether it is monthly, weekly or on-demand.

If you don't see a report that you need access to, you can contact your security delegate to request access.

eWReports

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Report Information Selection

Access	Report Name	Schedule	On Demand	Restricted
	Ad Hoc Reports - On Demand Only			
☐	ADHOC001 Adoption Eligibility - Turning 18	On Demand Only	☑	☑
☐	ADHOC002 Kinship Care Pending Checks	On Demand Only	☑	☐
☐	ADHOC003 NON Kinship Care Pending Checks	On Demand Only	☑	☐
☐	ADHOC004 Adoptions Finalization Report	On Demand Only	☑	☑
☐	ADHOC005 Adoption Eligibility Report	On Demand Only	☑	☑
☐	ADHOC006 Assessment Center / Placement Report	On Demand Only	☑	☑
☐	ADHOC007 Payment Summary	On Demand Only	☑	☑
☐	ADHOC008 TFC report of payment lines	On Demand Only	☑	☑
☐	ADHOC009 Wraparound Pending Check Report	On Demand Only	☑	☑
☐	ADHOC011 Subsidized Guardianship	On Demand Only	☑	☑
☐	ADHOC013 Wraparound - Report 42	On Demand Only	☑	☑
☐	ADHOC015 Case List for Continuous Quality Improvement (CQI) Review	On Demand Only	☑	☑
☐	ADHOC016 Provider Training	On Demand Only	☑	☑
☐	ADHOC018 Medicaid Eligibility Certification Date	On Demand Only	☑	☑
☐	ADHOC021 Child Fatality Report	On Demand Only	☑	☑
☐	ADHOC023 Trust Accounts	On Demand Only	☑	☐
☐	ADHOC024 Individual Worker Open Assignments - WORKER ID IS REQUIRED	Monthly	☑	☐
☐	ADHOC025 Workload Management Tool	On Demand Only	☑	☐

Hide reports I do not have access to.

[Close]

9d. Utilities/County – "Refresh Desktop"

eWReports   Reports for Steven Fitzsimmons   Request ✓   Refresh ↻   Logout

Maintain Utilities Help   County: State ▼

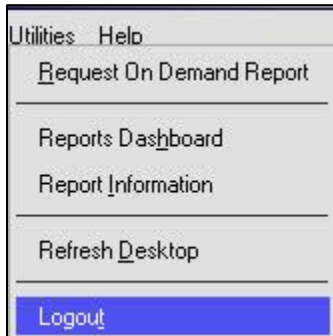| Report Outliner	Current	Archive	On Demand
Reports Catalog	Help me find the report I need		Reports - What's New

Utilities   Help
Request On Demand Report
Reports Dashboard
Report Information
Refresh Desktop
Logout

Selecting "Refresh Desktop" will force your screen to refresh.

9d. Utilities/County – "Logout"

Selecting "Logout" will log you out of eWReports, not eWiSACWIS.